



City of SeaTac
Finance Department
4800 South 188th Street
SeaTac, WA 98188-8605
Ph: (206) 973-4880

Business License Application

ALL LICENSES EXPIRE MARCH 31

Annual License Fees (effective January 1, 2017)

Fees are prorated after October 1 to 50% of annual fee

Home Occupation: \$50

Out-of-City Business: \$150

In-City Business: Determined by FTEs (see below)

(0-10 FTEs): \$100, (11-50 FTEs): \$250, (51-100 FTEs): \$1500,

(101-500 FTEs): \$4750, (501-1000+ FTEs): \$9500

FTEs: Full Time Employees (30 or more hours per week)

FOR CITY USE ONLY

New Renewal

License #

The City of SeaTac Municipal Code (SMC) Section 5.05.020 requires that every business operating within the City limits obtain a business license from the City Finance Department. Each year, all current businesses are required to renew their license by April 1. Failure to pay fees by April 1 will result in penalties, per SMC 5.05.110. In addition, if there are any changes to the business address, nature of business, ownership, or if you discontinue business activity within SeaTac, you MUST notify the Finance Department at (206) 973-4880. This validated form and payment of annual fee is proof of application only and is not a license to do business. Applications are accepted only by mail or in person at SeaTac City Hall.

BUSINESS NAME: _____

PHYSICAL ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____

MAILING ADDRESS (if different): _____

BUSINESS PHONE: _____ FAX: _____ EMAIL: _____

OF FULL TIME EMPLOYEES:

(30 or more hours per week)

Required for In-City Businesses – This will determine your license fee

Has this business ever been licensed in SeaTac?

If so, what was the license number?

TYPE OF BUSINESS:

DESCRIBE BUSINESS ACTIVITY IN DETAIL:

UBI #

(SeaTac Location Code #1733)

Date business will begin operating
in SeaTac:

Will this business have a facility located within
SeaTac city limits?

() YES () NO

CONTRACTOR LICENSE #:

(Registration through Department of Labor and Industries)

Will this business operate out of a SeaTac
residence?

() YES () NO

CHECK ONE: () Sole Proprietor () Partnership () Corporation () Limited Liability Corporation () Non-Profit
List Owners, Partners, or Officers (use additional sheets if necessary)

NAME: _____

HOME ADDRESS: _____

CITY/STATE/ZIP: _____

PHONE: _____

I CERTIFY THE INFORMATION CONTAINED HEREIN IS CORRECT. I UNDERSTAND THAT ANY UNTRUE STATEMENT IS CAUSE FOR REVOCATION OF MY LICENSE.

APPLICANT SIGNATURE: _____ PHONE: _____

PRINT NAME / TITLE: _____ DATE: _____

EMERGENCY CONTACT- AFTER BUSINESS HOURS:
(for use by Fire & Police Departments)

NAME: _____ PHONE: _____
NAME: _____ PHONE: _____

FOR CITY USE ONLY



COMMERCIAL BUSINESS LICENSE REVIEW

Business Name: _____

Business Address: _____

Business Owner's Name: _____

Own _____ Lease _____ Business Space?

How many employees will be working at this business? (Including the business owner)

✓ **Full Time** (30 or more hours per week): _____

✓ **Part Time** (less than 30 hours per week): _____

**Pursuant to L&I requirements, we reserve the right to ask for verification and/or to investigate any questionable claims. This application will not be accepted if this question is incomplete. An employee count will need to be verified each year by the business in order to renew the City license.*

Describe business products sold or services provided: _____

Existing zoning for this business (see zoning map): _____

Area of business space (length X width): _____ Sq. Ft.

Submit a *Site Plan* showing the basic dimensions of the lot, buildings, leased space, and parking areas. The site plan must be to scale of one inch to twenty feet (1 in. =20 ft.) SEE ATTACHED SITE PLAN SHEET FOR EXAMPLE. THIS APPLICATION WILL NOT BE ACCEPTED WITHOUT THE SITE PLAN. (NEWLY CONSTRUCTED BUILDINGS MUST SUBMIT A COPY OF THEIR SITE DEVELOPMENT & PARKING PLAN ON EITHER AN 8 ½" X 11" OR 11" X 17" SHEET OF PAPER)

- Number of parking spaces for this business On-Site: _____ Number of ☺ Spaces: _____

➔On the site plan, include the location and dimensions of existing/new parking spaces for this business, including ☺ spaces.

- Will the business affect on-site traffic circulation? Yes _____ No _____

➔On the site plan, show width of traffic aisles on the site plan for cars to backup without using public right-of-way.

- Are there any proposed or existing, outside uses at this location (flower stand, espresso stand, etc.)? Yes _____ No _____
If yes, please identify: _____

(Building Division)

- Will there be any construction activity to prepare the space for this business?
Yes _____ No _____
If yes, please describe: _____
- What types of businesses are adjoining this space? _____

- Will any hazardous or flammable material be used or stored in this space?
Yes _____ No _____
If yes, please describe: _____
- Is the street address of the business posted on the outside of the building with 2 to 4 inch numbers (or larger) of a contrasting color to the background, which are plainly visible from the street?
Yes _____ No _____

(Engineering Department)

- Will there be a change in the physical layout of the property? Yes _____ No _____
If yes, please describe: _____
- Will the proposed use generate soapy water, oily water, or pesticide residue that will be discharged into the City Storm Drainage System? Yes _____ No _____
If yes, please describe: _____
- Will there be any work in the street? Yes _____ No _____
If yes, please describe: _____

I CERTIFY THAT THE INFORMATION CONTAINED IN THIS QUESTIONNAIRE IS TRUE TO THE BEST OF MY KNOWLEDGE. I ALSO UNDERSTAND THAT MY BUSINESS LICENSE APPLICATION, AS STATED ABOVE, DOES NOT AUTHORIZE OCCUPANCY OF THE SPACE AND/OR OPERATION OF THE BUSINESS AT THE ABOVE ADDRESS UNTIL:

- 1) All necessary permits, if required, are finalized by the appropriate city departments, and
2) A city business license is issued and posted at the business site.*

BUSINESS OWNER/APPLICANT

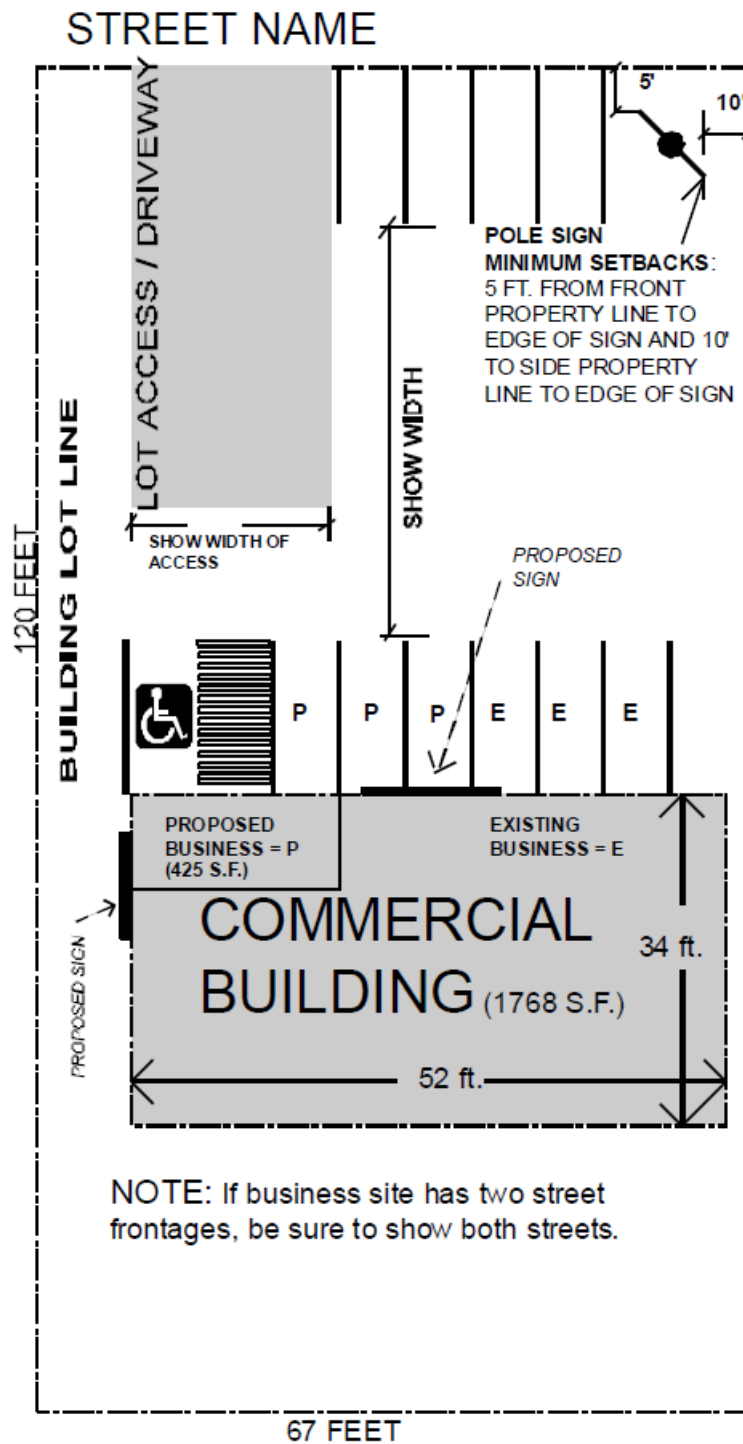
DATE

PRINT NAME

TITLE




COMMERICAL SITE PLAN EXAMPLE



Show all of the following information
on the attached site plan:

Use 1"=20' Scale

- * Show dimensions of lot
- * Show dimensions of building
- * Show location and dimensions of
your business space- (if tenant)
- * Show location of parking area
- * Show ALL parking stall spaces
- * Mark parking spaces available
to your business only
- * Show location of accessible  stalls
- * Show width of driveway and parking
lot aisles
- * Show location of all freestanding
pole signs
- * Show location of all wall signs on
building facade elevation and on site
plan
- * Show North arrow for property
- * Use attached sheet for site plan

1 INCH = 20 FEET



REVISED 12/31/14